CALIFORNIA EMERGENCY MANAGEMENT AGENCY (Cal EMA)
PROGRAMS: SPECIAL EMPHASIS VICTIM ASSISTANCE
PERFORMANCE ASSESSMENT / SITE VISIT REPORT

Grant Award No.	**SV09101622**
Date of Site Visit	**8/16/10**
Recipient Name	**Community United Against Violence**
Implementing Agency	**Community United Against Violence**
Project Title	**Special Victims Assistance Program**

STATE (VWA) $	**VOCA $120,000**	**VAWA $**

Grant Period 10/1/09 – 9/30/10

Address 170A Capp Street, San Francisco, CA 94110

Project Director: Carolina Morales

Financial Officer: Pablo Espinoza

Project Coordinator: Stacy Umezu

PERSONS INTERVIEWED DURING SITE VISIT

NAME	TITLE	TELEPHONE #
Carolina Morales	**Project Director**	**415-777-5500**
Pablo Espinoza	**Fiscal Responsibility**	**415-777-5500**
Stacy Umezu	**Programmatic Responsibility**	**415-777-5500**

	SIGNATURES	DATE
Cal EMA Program Specialist:		
Cal EMA Section Chief:		
Project Representative		

Checklist Items	Yes	No	Comments
SUPPLEMENTAL PROGRAMMATIC REVIEW			
1. MANDATORY SERVICES			
a. Crisis Intervention			
(1) Provide in person/telephone contacts	☒	☐	
(2) Provide crisis intervention and arrange for needed services	☒	☐	
b. Emergency Assistance			
(1) Arrange emergency assistance within the first 24 hours after initial contact	☒	☐	Provides emergency vouchers
(2) Written procedures in place for disbursing funds	☒	☐	Do not give out cash.
(3) OA(s) on file with service providers (i.e. shelters)	☒	☐	
c. Resource and Referral Assistance			
(1) Provide non-emergency referrals	☒	☐	
(2) OA(s) on file with service providers	☒	☐	
d. Direct Counseling			
(1) Provide in person or telephone guidance and/or emotional support	☒	☐	
(2) If counseling is provided, it is at a level that does not require a licensed professional	☒	☐	
(3) If counseling is referred, OA(s) on file with service providers	☒	☐	
e. Victims of Crime Claims			
(1) Assist clients in preparing applications for compensation	☒	☐	
(2) Advocate is aware their role does not include determination of eligibility	☒	☐	
(3) Is a joint Powers unit locally located	☒	☐	San Francisco District Attorney Victim Services Dept
f. Property Return			
(1) Assist in the return of property held as evidence	☒	☐	If the situation came up. Has not had that happen yet.
(2) If property cannot be returned, an explanation is provided	☒	☐	If the situation came up. Has not had that happen yet.

Checklist Items	Yes	No	Comments
SUPPLEMENTAL PROGRAMMATIC REVIEW (Continued)			
1. MANDATORY SERVICES (Continued)			
g. Orientation to the Criminal Justice System			
(1) Provide information on the location, procedures, and functions of local criminal justice agencies	☒	☐	
(2) Written material/brochures are available in languages appropriate to local ethnic needs	☒	☐	Brochures in Spanish, and Asian Women Shelter (AWS). MLAM – Program is a bi-lingual Services assists in handling calls
h. Court Escort			
(1) Provide physical accompaniment during court appearances	☒	☐	If needed
(2) Provide physical accompaniment during interviews with law enforcement and prosecution	☒	☐	If needed
i. Presentations and Training for Criminal Justice Agencies			
(1) Conduct informational presentations regarding resources available through V/W Centers	☒	☐	
(2) Conduct informational presentations explaining the rights and needs of victims	☒	☐	
j. Public Presentations and Publicity			
(1) Promote public awareness of V/W services through public media	☒	☐	
(2) Conduct presentations to victim service organizations and community groups	☒	☐	
(3) Participate in Victims' Rights Week	☒	☐	
k. Case Status/Case Disposition			
(1) Advise victim of the progress and disposition of case	☒	☐	
(2) Assist victim with preparing Victim Impact Statements	☒	☐	
l. Notification of Family/Friends			
(1) Notify victim's relatives and/or friends of the occurrence of the crime	☒	☐	
m. Employer Notification			
(1) Notify employer that client was a victim/witness to a crime	☒	☐	

	Yes	No	Comments
(2) Encourage employer to minimize any loss of pay or other benefits	☒	☐	
Checklist Items	**Yes**	**No**	**Comments**
SUPPLEMENTAL PROGRAMMATIC REVIEW (Continued)			
1. MANDATORY SERVICES (Continued)			
n. Restitution			
(1) Assist in obtaining restitution	☒	☐	
(2) Provide the Probation Department, District Attorney, and Court with information relevant the victim's losses prior to the imposition of sentencing	☒	☐	
2. OPTIONAL SERVICES			
(1) Employer Intervention	☒	☐	
(2) Creditor Intervention	☒	☐	
(3) Child Care Assistance	☒	☐	
(4) Witness Notification	☐	☐	Refer to vine line.
(5) Funeral Arrangements	☒	☐	
(6) Crime Prevention Information	☒	☐	
(7) Witness Protection	☐	☐	n/a
(8)Temporary Restraining Order (TRO) Assistance	☒	☐	
(9)Transportation Assistance	☒	☐	
(10) Court Waiting Area	☒	☐	
3. AGENCY ORGANIZATION			
a. Facility			
(1) V/W Center is open during normal business hours	☒	☐	
(2) Waiting Room	☒	☐	
(3) Private Interview Room	☒	☐	
b. Personnel & Organization			
(1) Reporting lines of Authority are consistent with the Project Contact Information form	☒	☐	
(2) Authorization for additional signature authority is current	☒	☐	

(3) Evidence of completion of 40 hour Entry-Level Training	☐	☒	They provide their own training. Advised to put a certificate in their file.

SUPPLEMENTAL PROGRAMMATIC REVIEW (Continued)

b. Personnel & Organization (Continued)

(4) Evidence of completion of Advance Training, if applicable	☐	☒	They do their own training. Peer Advocate 40-Hour Training
(5) Evidence of completion of Coordinator's Training, if applicable	☒	☐	Advised to put a certificate in their file
(6) Volunteers utilized as required	☒	☐	
(7) Utilize functional time sheets	☒	☐	

Additional Comments / Notes: